



Job # \_\_\_\_\_

## GIS NOTICING REQUEST FORM

Noticing services are offered by MAGIC, Douglas County Multi-Agency Geographic Information Center. Submit this form to request the preparation of mapping and labels as required for submission of Douglas County development applications. A **five day minimum lead time** is requested to allow staff and applicant adequate time for processing and delivery prior to submittal of the development application. **Call the Community Development Planning Division at (775) 782-6217 for questions regarding application submittal and map requirements.**

The noticing list will contain every property and mailing address that falls within the required noticing radius. Only one property of multiple properties under a single owner will be printed on the labels. The noticing map will reflect the noticing radius and all properties or a portion thereof which falls within the radius.

**This request form can be faxed to MAGIC at (775) 783-6478 or returned to the Community Development, Planning Division or the Douglas County's Assessor's Office. Upon completion of the request the applicant will be notified. Lists, labels and mapping will be available for pickup at the Douglas County Assessor's Office in the Administration Building at 1615 8<sup>th</sup> St., Minden. Payment is due at the time of pickup. Call 782-9894 (MAGIC) for questions regarding payment and delivery.**

### APPLICANT INFORMATION

Company: _____	Subject APN(s) _____
Name: _____	_____
Address: _____	Date Requested: _____
Phone #: _____	Date Required: _____
Contact Person: _____	# of Sets Needed: _____

### FEES

*Check Items being Requested*

#### **List & Labels**

\_\_\_\_\_ \$30.00 min. for list and labels (covers approx. 312 labels)  
 \_\_\_\_\_ Labels and addresses in excess of 312@ \$.05/label and \$.03/address

#### **Maps**

\_\_\_\_\_ Vicinity Map, \$30.00  
 \_\_\_\_\_ Noticing Map, \$45.00  
 \_\_\_\_\_ NDEP Septic Radius Map, \$60.00  
 \_\_\_\_\_ Number of new lots being created by parcel map.  
 (Information to be provided by applicant)

**TOTAL AMOUNT DUE**

(For Staff Use)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\*\*\* Any Service or Map requested within a 24 hour period will be charged at 1.5 times the cost.\*\*\*

Douglas County GIS (MAGIC) – Voice: (775) 782-9894, Fax: (775) 783-6478  
 Douglas County Community Development, Planning Division – Voice: (775) 782-6217